



SELECTBOARD
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

Minutes of February 5, 2018

The meeting convened at 6:30 p.m.

Present were Jim Huston, Phil Dowling and Art Pichette. Also present were Steve Holt, Wayne Parks, Ginny Curtis, Mary Powers, Jean Powers, Michael Kelsey, Tim Fondakowski. Minutes were taken by Cheryl Provost.

Warrants were signed for: Payroll: \$73,812.10
 Vendor: \$352,473.22

Minutes of January 22 and 29 were approved.

- Highway Department updates; David Blakesley reported:
 - it's been a busy winter and the Snow Removal Account will be depleted after current invoices are paid. Requested to deficit spend the account. On a motion and second, voted to authorize deficit spending of the Snow Removal Account.
 - the highway crew submitted a request for an annual pay increase of \$0.63 each per year for the next three years. They prefer an exact amount over a percent to keep the increase even among members. All crew members signed the request. They also requested a \$50.00 increase in the footwear allotment, raising it to \$200.00 per year. The board agreed to take the request under consideration.
 - he recommends a step increase to the transfer station attendant pay to \$15.00/hourly for FY19. The attendant typically works 10 hours weekly and is currently under the average pay rate for the area. David added that Don Fox does a good job and no complaints have been received. The board will take the request under consideration.
 - gutters on the annex need to be replaced and should be included in the FY19 budget. Discussion ensued regarding needed repairs to the town hall. A capital request for repairs to both buildings is included in the FY19 Town Offices Account proposal.
 - a letter to MassDOT regarding the Bridge Replacement W-27-005, Kings Highway over N Branch Manhan River; Westhampton, MA / MassDOT Project No. 608631 requires approval and signature. The letter requests that the town receive timely notice to secure any necessary Right Of Way. David explained that there may be an issue obtaining a Right Of Way for the construction of the bridge. The abutting property has a small amount of frontage and taking a portion by eminent domain could cause a violation in the town's zoning bylaws for the required frontage. Taking an easement may be the proper option so not to reduce the frontage. The letter was reviewed then on a motion and second, voted to approve the letter to MassDOT and authorized Jim Huston to sign it.
 - Alexander Antosz will have completed his probation period on February 7. He is working out well and David recommended that Alex be determined a regular full-time employee. Phil made a motion to determine as of February 7, 2018 Alexander Antosz be designated as a regular full-time employee of the Westhampton Highway Department and qualify for all benefits offered

by the Town, second by Art. Motion passed.

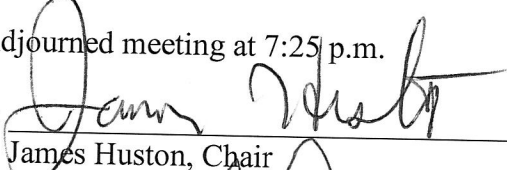
- Southampton Road turnaround:
David reported he looked at the Assessors map of the property owned by Laurie Wilga where the turnaround is located. He found cement markers showing the Westhampton/Southampton boundary. The town trucks have been using the location to turnaround for many years and have maintained ongoing correspondence with Ms. Wilga. David confirmed that trash and debris, and at times appliances, have been dumped there and the highway department cleans it up. The road is four rods wide and is not centered. The travel lane is more to Ms. Wilga's side of the road; meaning when the trucks turn around they are beyond the town easement and on her property. The easement on the other side of the road is deeper into the woods; the turnaround could be moved if necessary. The board recommended David to consider moving the turnaround to across the street.
- Zoning Bylaw Review Committee updates, Art reported:
The committee is meeting on February 12 for final preparation before town meeting. Discussed the posting on the town website of the bylaw proposals.
- Public Safety Complex updates, Steve Holt reported:
Each committee member is going over a piece of the study and highlighting different phases. Two public informational meetings will be held.
- Capital Planning Committee updates, Phil reported:
The committee reviewed and approved a capital plan. A copy will be posted to the website. The goal is to keep the tax rate relatively even; which could be effected by construction of a new safety complex on the schedule for 2020. Final payments to the highway garage and fire truck are this year. Other debt that retires over the next three years includes the Hampshire Regional High School capital and a highway truck. The plan will be reviewed with the Finance Committee.
- FY19 budget revisions:
The cost to make copies of the zoning bylaws was added to the Selectboard Expenses FY19 budget proposal. The bottom line for the Town Offices Expenses shows an increase of \$105.00 to reflect the 2.5% increase for the snow shoveler and custodian pay. Requests for pay consideration have been made by the Building Inspector, Administrative Assistant, and Chief of Police. The Building Inspector submitted a letter and request for an increase based on hours in service. The Administrative Assistant will make a formal proposal for increased hours. The Chief of Police has not presented a formal request, although he has stated that a margin of 10-15% between ranks is recommended. With the step increases to the police sergeant and officers this year, the annual earnings of the sergeant are near the salary of the Chief of Police. This was discussed last year when the increases were under consideration. A spreadsheet will be prepared showing the proposed amounts for the board to review in preparation for discussion at a future meeting. The Selectboard is scheduled to meet with the Finance Committee at 7:45 p.m. on Tuesday, February 20 to make their final proposal. Voted to include review of FY19 proposed pay rates to the agenda for February 9.
- Campground updates, Art reported:

The Electrical Inspector went to the campground and confirmed the current service. The Plumbing Inspector is working on arranging an appointment. Michael Kelsey confirmed Electrical Inspectors presence and agreed to arrange a meeting with the Plumbing Inspector.

- Group Health Insurance coverage:
The board reviewed three options for the board to consider regarding making a determination of eligibility for an employee to remain enrolled in the town's group health plan. Phil made a motion to determine that the Board of Assessors is ineligible to enroll in the town's health care benefits through the Town of Westhampton. Second by Art. Motion passed. Phil made a motion to determine that Dolores Thornhill may remain enrolled in the health care benefit through the Town of Westhampton for the remainder of her term, ending in June 2019. Second by Art. Motion passed, with one opposed.
- Unregistered vehicle violations:
No updates of court schedule. No payments.
- Correspondence was reviewed:
 - MassDOT Bridge Inspection report-Northwest Road over Roberts Meadow Brook. David will have copy on file.
 - MassDOT-informational letter regarding the new MassDOT Highway Division project intake tool and the updated Project Review Committee Approval letter. No action required.
- Administrative Assistant updates:
 - Report for January 22-February 5 and the schedule for February 6-20 were submitted.
 - the Finance Committee voted to make a recommendation to seek approval to appropriate \$7,000.00 from Free Cash at the February 12 Special Town Meeting to purchase a new copier for the annex.
- The next Selectboard meetings will be 6:00 p.m. Friday, February 9 and 6:30 p.m. Monday, February 12. Special Town meeting is February 12.
- Documents signed:
 - Letter to MassDOT regarding the Bridge Replacement W-27-005, Kings Highway over N Branch Manhan River; Westhampton, MA / MassDOT Project No. 608631
 - Letter to Dolores Thornhill regarding enrollment in town's group health insurance

Adjourned meeting at 7:25 p.m.

Approve:


James Huston, Chair


Philip Dowling


Arthur Pichette